

Quarterly Financial Report

Quarter

1<sup>st</sup> Jul, Aug, Sep ☐2<sup>nd</sup> Oct, Nov, Dec ☐3<sup>rd</sup> Jan, Feb, Mar ☐4<sup>th</sup> Apr, May, Jun ☐Liquidation ☐

Grant Award I.D.: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

Project title: \_\_\_\_\_

Grantee: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Completed by: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send ORIGINAL (please sign in blue ink) and three copies to:

California State Library  
 Budget Office – LSTA  
 P.O. Box 942837  
 Sacramento, CA 94237-0001

	Current Approved Budget (1)	1 <sup>st</sup> Quarter (2)	2 <sup>nd</sup> Quarter (3)	3 <sup>rd</sup> Quarter (4)	4 <sup>th</sup> Quarter (5)	Total Expended/ Encumbered (6)	Outstanding Encumbrances at Close of 4 <sup>th</sup> Qtr. (7)	Liquidation of Outstanding Project End Encumbrances (8)	Unexpended/ Unencumbered Balance (9)
a.									
b.									
c.									
d.									
e.									
f.									

a. Salaries and Benefits

b. Materials

c. Operating Expenses

d. Equipment

e. Indirect Costs

f. Total

**NOTE:** Failure to submit these reports within the timelines of the grant program could jeopardize receipt of final 10% grant payment. Any budget adjustments or modifications must be shown on LSTA 8 page 2. If there are no changes to the current budget, page 2 need not be returned.

**Quarterly Financial Report**  
(Show approved budget modifications on this page)

Project Title: \_\_\_\_\_

Grantee: \_\_\_\_\_

Grant Award I.D.: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_ Approval Date of Modification: \_\_\_\_\_

Budget Category	Previous Budget	Budget Adjustment	Current Budget
a. Salaries and Benefits			
b. Materials			
c. Operating Expenses			
d. Equipment			
e. Indirect Costs			
f. Total			

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